

Application A

Category _____
Teacher _____

Student _____
School _____

Criteria	1	2	3	4	Score
Provide factual personal information	<ul style="list-style-type: none"> ▪ Provided no personal information 	<ul style="list-style-type: none"> ▪ Provided minimal personal information 	<ul style="list-style-type: none"> ▪ Provided most personal information 	<input checked="" type="checkbox"/> All personal information given (address, phone number, (SSN not required) etc.	
Prior Employers were provided	<ul style="list-style-type: none"> ▪ No references were provided 	<ul style="list-style-type: none"> ▪ Provided minimal information pertaining to references 	<ul style="list-style-type: none"> ▪ Provided most of information concerning references 	<input checked="" type="checkbox"/> References were provided with complete information	
Completion	<ul style="list-style-type: none"> ▪ > 3 blanks left on application. ▪ Information is inaccurate and irrelevant ▪ Signature missing 	<ul style="list-style-type: none"> ▪ 3 blanks left on application. ▪ Information is somewhat accurate or vague 	<ul style="list-style-type: none"> ▪ 1-2 blanks left on application. ▪ Information is accurate and relevant to information requested 	<input checked="" type="checkbox"/> All blanks are filled. <input checked="" type="checkbox"/> Information is accurate, relevant and specific to information requested <input checked="" type="checkbox"/> Signature present	
Experience/Skills	<ul style="list-style-type: none"> ▪ Experience and skills are not listed 	<ul style="list-style-type: none"> ▪ Experience and skills listed are not aligned or are vaguely connected to information requested 	<ul style="list-style-type: none"> ▪ Attempts to align information requested and experience/skills 	<input checked="" type="checkbox"/> Experience and skills listed within application are aligned clearly to information requested	
Legible	<ul style="list-style-type: none"> ▪ Print is not legible 	<ul style="list-style-type: none"> ▪ Print is somewhat legible (can read a few of the words) 	<ul style="list-style-type: none"> ▪ Print is mostly legible (can read most of the words - neat) 	<ul style="list-style-type: none"> ▪ Completely legible (very neat) 	
Correctness – Spelling & Grammar	<ul style="list-style-type: none"> ▪ >3 errors in spelling and/or grammar 	<ul style="list-style-type: none"> ▪ 3 errors in spelling and/or grammar 	<ul style="list-style-type: none"> ▪ 1-2 errors in spelling and/or grammar 	<ul style="list-style-type: none"> ▪ No spelling or grammar errors 	
Total					